

# **Maryland 2014 AmeriCorps State Grant Application**

## **Sample AmeriCorps Program Director Job Description**

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### ***PURPOSE:***

The following sample job description is provided to illustrate the distinct roles and expectations for AmeriCorps program management. This sample is provided as a planning tool for all organizations submitting AmeriCorps grant applications in Maryland. For AmeriCorps program grantees, there is a primary contact for the Maryland Governor's Office on Service and Volunteerism (GOSV), the state agency that funds AmeriCorps State programs. The GOSV sees the AmeriCorps Program Director as the primary contact; this individual is responsible for all programmatic and fiscal reporting and monitoring of the AmeriCorps grant. The GOSV recognizes that each program is structured differently to most appropriately meet the agency and community needs. However, regardless of the program structure, the AmeriCorps Program Director is the focus of the GOSV's communications, monitoring, training, etc. It is expected that the Program Director will communicate all relevant deadlines, requirements, resources, etc. to other staff and AmeriCorps members within the program in a consistent and timely manner.

### ***JOB TITLE***

AmeriCorps Program Director (exact job title will vary depending on program structure and agency needs).

### ***HOURS REQUIRED***

Many AmeriCorps Program Directors have other staff functions (i.e. he/she also manages the RSVP program, development department, etc.). The exact percentage of time an individual dedicates to the management of the AmeriCorps program will vary depending on the size and design of the AmeriCorps program. However, regardless of the percentage of time budgeted for AmeriCorps program management, the Program Director is required to complete all of the duties below.

Core AmeriCorps program management duties include, but are not limited to, the following:

1. Submit AmeriCorps grant applications that conform to all state and federal laws, regulations, provisions, and OMB Circulars;
2. Fully implement the AmeriCorps program as proposed and approved by the GOSV in the AmeriCorps grant application and negotiation process;
3. Oversee development and growth of programmatic and fiscal components, develop and regularly update a policies and procedures handbook for AmeriCorps grant administration, create and maintain an appropriate tracking/monitoring system to meet grant compliance requirements;
4. Review and adhere to federal regulations, provisions, CNCS policy updates, state laws and AmeriCorps administrative requirements to formulate appropriate policies, procedures and interpretation to guide successful implementation of the program;

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5. Recruit, enroll, train, and supervise AmeriCorps members and, if appropriate, service sites, per the approved grant application;
6. Complete member service agreements at the start of the term of service, monitor member progress towards meeting goals, and track member service hours at least monthly;
7. Conduct program evaluation of members and sites, and use the information to continuously improve the program;
8. Foster esprit de corps among AmeriCorps members, and lead training and development activities that will strengthen members' knowledge and skills as a result of their service in the AmeriCorps program;
9. Develop annual budget and raise funds to support the program;
10. Follow all state and federal fiscal policies related to federal grant management, participate in on-site visits and program interviews as part of the GOSV's annual monitoring plan, and submit quarterly narrative and fiscal reports to the GOSV;
11. Attend quarterly program staff meetings convened by the GOSV; and
12. Provide all program and fiscal information required by the Corporation for National and Community Service.

### ***SKILLS REQUIRED (AND RELEVANT PROGRAM TASKS)***

- Basic computer skills (online grant submission, member management, and reporting required),
- Marketing and communication (AmeriCorps member and site recruitment, program marketing),
- Meeting facilitation (staff and member planning and management),
- Training and supervision (staff and member management),
- Conflict resolution (negotiating issues between staff, members, and/or site staff),
- Program evaluation (measuring community and member impact), and
- Budget management (budget development, grant management and reporting).

Again, the information above is provided to illustrate the basic expectations for AmeriCorps program management, per the GOSV. For additional information and resources, visit the National Service Resource Center at:  
([www.nationalserviceresources.org](http://www.nationalserviceresources.org)).